



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Additional Staff for Transition

Jonah Wainwright (b) (6)

Tue, Feb 23, 2021 at 9:15 AM

To: Jearline Nicome - CSC <jearline.nicome@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Attached is the letter, please let me know if more information is needed.

Thanks,
Jonah Wainwright

On Tue, Feb 23, 2021 at 10:09 AM Jearline Nicome - CSC <jearline.nicome@gsa.gov> wrote:

Thank you.

On Tue, Feb 23, 2021 at 10:03 AM Jonah Wainwright (b) (6) wrote:

Kara Brooks will be offboarding, her last date of employment will be 3/7/2021. I will put this in letter form. I will also collect the onboarding forms ASAP.

Thank you,
Jonah Wainwright

On Tue, Feb 23, 2021 at 10:01 AM Jearline Nicome - CSC <jearline.nicome@gsa.gov> wrote:

Jonah,

As, Kathy mentioned, the process is the same and confirming that Kaitlyn will send you the onboarding forms. Please have the employees complete the forms 2/24.

Thanks,
Jearline

On Tue, Feb 23, 2021 at 9:43 AM Jearline Nicome - CSC <jearline.nicome@gsa.gov> wrote:

Good Morning Jonah,

My apologies for the delay in my response. We will need the new hires to complete onboarding documents which I will share with you. Please share the name of the individual that you would like to off board, including the last date of employment.

Thanks!
Jearline

On Tue, Feb 23, 2021 at 9:32 AM Jonah Wainwright (b) (6) wrote:

Good morning,

Following up on this. Please let me know the process of getting two new employees added and having one offboard.

Thank you,

Jonah Wainwright
(b) (6)

On Mon, Feb 22, 2021 at 3:43 PM Jonah Wainwright (b) (6) wrote:

Good afternoon,

We would like to add two staff members to our team with the start date of 3/1/21. Please let me know what information is needed to begin this process. Additionally, a member of our staff will be leaving the transition team on 3/7/21. Please let me know what is needed to begin this process as well.

Thank you,

Jonah Wainwright

(b) (6)

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Jearline Nicome
Presidential Transition Support Team
General Services Administration (GSA)
1800 F Street, NW
Washington, DC 20405
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Transition Team Changes 2.23.21.pdf
224K

2/23/2021

To Whom It May Concern,

The Vice Presidential Outgoing Transition Team will be adding two additional members of staff and off boarding one member of staff. Outlined below is are the individuals with the determined rate of pay.

Devin O'Malley has joined the Transition Team effective Monday, March 1, 2021 at the annual salary of \$60,000.

(b) (6) has joined the Transition Team effective Monday, March, 1 2021 at the annual salary of \$60,000.

Kara Brooks has separated from the Transition Team effective Sunday, March 7, 2021.

Best,

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President